



Attitudinal Development

Module 1: Time Management

Unit 3: Understanding Time

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Training Program (5-day) on Attitudinal Development

- Comprises 5 Modules (1 day each)
(a) Time (b) Work (c) Team (d) Family and (e) Self
- Each module comprises 4 Units (@ 1 session)
- Each Unit has 2 Tests, namely –
 - 1. Objective Questions
 - 2. Self-written Essay by choosing options
- Each Unit, once successfully attempted, helps one obtain 1 Certification Point.
- The Training Program comprises 20 Points.



Course Schedule

Training Program (5-day) on Attitudinal Development

Days/ Sessions	Day 1 TIME	Day 2 WORK	Day 3 TEAM	Day 4 FAMILY	Day 5 SELF
Session 1 0945-1115	Introduction to Course & Objectives	Module 2 Unit 1	Module 3 Unit 1	Self- Learning Exercise	Module 5 Unit 1
Session 2 1130-1300	Module 1 Unit 1	Module 2 Unit 2	Time Budget Study	Module 4 Unit 1	Module 5 Unit 2
Session 3 1400-1500	Module 1 Unit 2	Movie Session	Module 3 Unit 2	Module 4 Unit 2	Module 5 Unit 3
Session 4 1515-1615	Module 1 Unit 3	Module 2 Unit 3	Module 3 Unit 3	Module 4 Unit 3	Module 5 Unit 4
Session 5 1630-1730	Module 1 Unit 4	Module 2 Unit 4	Module 3 Unit 4	Module 4 Unit 4	Course Valediction & Evaluation



Do we know that “Time never returns”?

1. *“Time and tide waits for no man”.*
2. There is simply no time at all....
3. I am always so very busy, what to do?
4. I am like this only. I have no time. *“Let us meet later and sit in a proper way.”*
5. I manage to create time. There is no need to do things on time. Let us start doing things before time.



Benefits of understanding time

- Enables you control and reduce stress by enabling you to meet deadlines.
- It helps you work fewer hours with greater and more efficient results.
- It helps you balance your life.
- Working long hours and taking work home with you can harm the natural balance you should have in your life.
- You can do things you want to do instead of spending all your time on work responsibilities.
- Understanding time increases productivity.

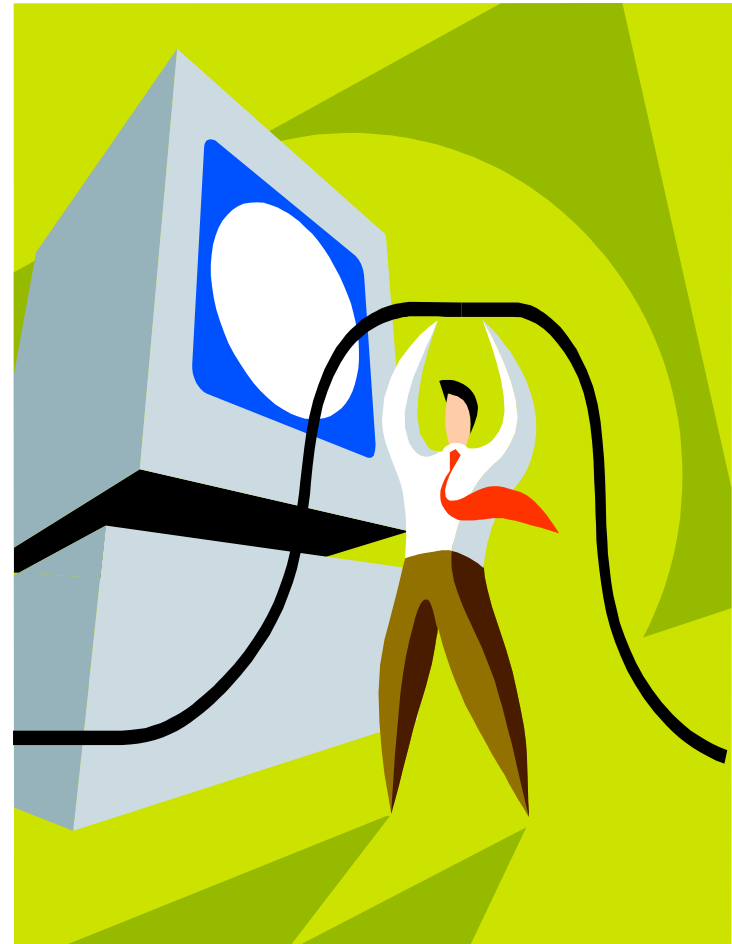


How do you spend your time?

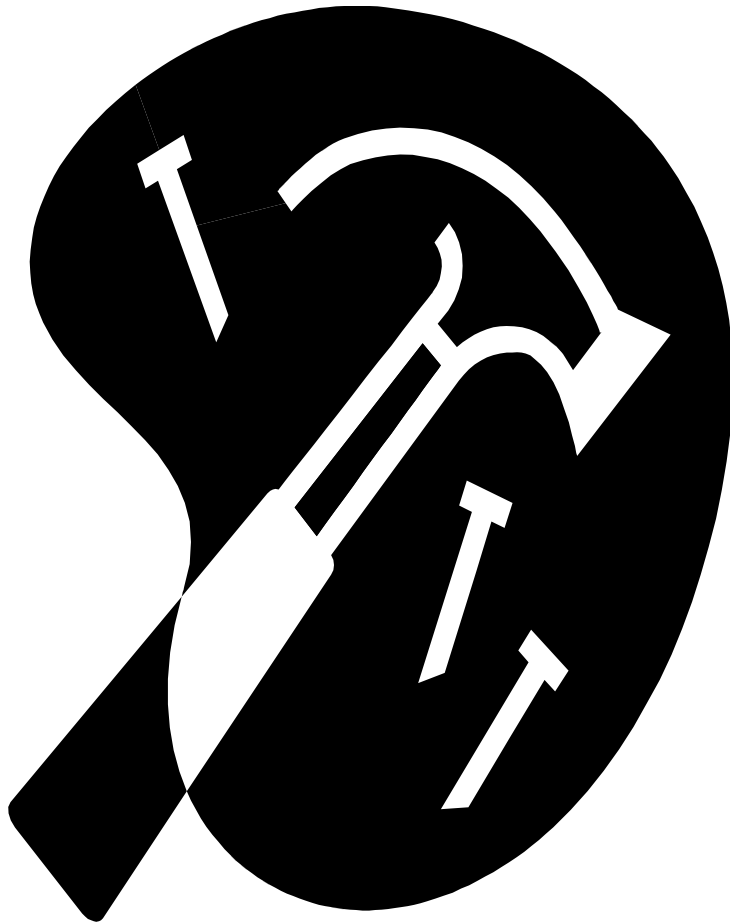
- Determine how you spend your time.
- Modify your task lists to increase your productivity and efficiency.
- Do not waste time in meetings when a group e-mail could be more helpful.
- Identify priorities and reorganise activities.
- You will have trouble managing your time if you don't know what your priorities are or your team's priorities should be.

Can you create time where you need it the most?

- Listing priorities helps identify valuable time where needed.
- Prepare a plan with specific goals and deadlines.
- Establish goals for yourself that determines the plans.
- Plan without goals will consume more time.
- Plans without goals never get completed.



Interruptions upset your time



- People in offices usually lose time when interrupted.
- There is a need to have a plan to reduce or remove interruptions.
- People-people interactions in work areas usually cause loss of time.
- Ensure that people-computer-people interactions are more frequent, or people-fax-people or people-telephone-people.
- Interruptions management is vital to efficient work.



Understanding time & interruptions

What's Wrong?

- Colleagues cause interruptions
- Meetings with colleagues not related directly to my work causes loss of time.
- Discussions at meetings or during one-to-one with colleagues is usually an unending situation.
- Decrease the number of interruptions by using group E-mail and intranet facilities.
- Keep co-workers informed that you also have several points to discuss.

What should be done?

- Meet colleagues regularly and at specific times in a meeting.
- Request the Boss to schedule meetings of smaller groups.
- Ask for /or keep a checklist of points to talk to individual colleagues and /or meetings.
- Request permission to withdraw from a group meeting once your points are discussed properly.
- Group E-mail should be used only when required. Co-workers should not begin to discard them.



Workaholics – attempting2much

- Trying to do too much is usually costly.
- You are perhaps aware that you are already drowned in too much work.
- Do your projects get undone?
- Do you miss your deadlines constantly?
- Do you keep changing your priorities?
- Do you fail in delegating effectively?
- Do you know why you have suddenly become inefficient?



Meetings versus Computers?

- Meetings waste time?
- Small duration meetings with too many people are bad planning.
- Each hour of a meeting per attendee is equal to the product of number of attendees and hours present.
- Can your absence be permitted if you have a high priority task to be completed?
- Can computer networking be used?
- Does the office use all the tools that computers provide?
- Are there too many circulars though there are many computers?
- Does your office change its methods with more frequent computer use?

Plan your time, to time your plan...

- Developing a Plan
- Planning Your Day
- Overcoming Challenges
- Understand how you currently spend time
- Determine ways to spend time more efficiently.
- Evaluate the use of time
- Identify goals and set priorities



Understand time on a daily basis...



- Learn how to price your time
- Conduct a time audit
- Identify & control poor time management
- List personality types
- Manage time on a daily basis to increase productivity.
- Develop a daily plan
- Manage technology



Plan, schedule and focus

- Use the computer sensibly. Handle e-mail, the Internet, & telephone productively.
- Control productivity by meeting people and don't postpone problems by avoiding them.
- Manage information & focus on techniques for time management challenges.
- Schedule efficient meetings for productive minutes (records), and organize paperwork
- Identify and overcome personal time wasters and plan on removing /altering the schedule accordingly



What did we learn?
Were there any learning points?

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Learning Points

- Benefits of understanding time
- How do you spend your time?
- Can you create time where you need it the most?
- Interruptions upset your time
- Understanding time & interruptions
- Workaholics – attempting too much
- Meetings versus Computers?
- Plan your time, to time your plan...
- Understand time on a daily basis...
- Plan, schedule and focus



Just one point...

What did I learn – Understanding Time...

- | | |
|---------------------------------------|-------------------|
| 1. Are there benefits? | 1. _____
_____ |
| 2. Can I create time? | 2. _____
_____ |
| 3. Do interruptions upset my time? | 3. _____
_____ |
| 4. Am I a workaholic and do too much? | 4. _____
_____ |
| 5. Can I plan, schedule and focus? | 5. _____
_____ |



Module 1: Unit 3

Test 1 – Objective Questions – True /False

1. I can reduce stress levels if I am able to understand how to manage time.
2. Working long hours and taking work home with you helps me complete my work on time and leads to a healthy work place.
3. I usually send a group e-mail to all my team members so that they would be present for meetings on time. I save a lot of time.
4. I create plans. My boss sets my goals. My team identifies the objectives. We work together as an efficient team. We understand each other extremely.
5. We use computers for letter-writing and report-writing. We are efficient in using computers for sending e-mails.
6. We have issued office orders and circulars regularly and emphasised at office meetings that people should use the computers efficiently.
7. There are strict rules at our office that meeting minutes should be approved and circulated. We take them on record at the next meeting.
8. We have a monthly fellowship meeting of all our staff and officers. We take care to ensure that there is a good spirit of friendship at these meetings. It helps build up team spirit.
9. I usually end up sitting at meetings for hours even if the points related to my work are not on the agenda or have been discussed earlier.
10. I find that it is more useful to meet sudden visitors and complete the interruption rather than postpone them for future sudden visits.



Module 1: Unit 3

Test 2 – Options based Essay – 1

“Studies have shown that people in office settings are interrupted, on average, every eight minutes. With so many interruptions, a need to curb these interruptions arises. Since most work environments are social, people are often primary causes of productivity loss due to interruptions that you'll undoubtedly encounter, but also learning to manage your productivity through these interruptions are vital steps to time management in today's workplace.”

I agree /disagree... however, I feel differently...



Module 1: Unit 3

Test 2 – Options based Essay – 2

“The cost of attempting to do too much is high. Often, people who try to do too much are thought of as workaholics.

If you attempt too much, you're probably already aware of the drowning effect caused by this obstacle. You may find that you constantly miss deadlines, projects backfire, your priorities are confused, and that you don't have time to delegate effectively.

Before you can manage this time-wasting problem, you should first be familiar with the causes of why you tend to try to do too much.”

I know this problem... I suffer from it... but...



Concluded

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